



# HILLSIDE DESIGN REVIEW CHECKLIST

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The Hillside Design Review Process is required for all residential projects in hillside areas. The City's Hillside Development Ordinance defines "hillside" as any parcel of land, or portion thereof, with an average slope of 8 percent or greater. Generally, land north of Banyan Street and Summit Avenue is considered hillside. Slopes exceeding 8 percent also occur in the Red Hill area and in the area south of Base Line Road, east of Vineyard Avenue. The basic purposes of the Hillside Development Ordinance are to:

- ✓ Minimize the adverse effects of grading.
- ✓ Avoid grading in environmentally sensitive areas.
- ✓ Provide for the safety and welfare of the community while allowing for the reasonable development of the land.

**Exceptions:** Projects, which are limited in scope (e.g., regrading of yard areas, pool/spa construction, additions to existing structures which are less than 1,000 square feet, and/or construction of accessory structures which are less than 960 square feet) (not including accessory dwelling units), may apply for a minor design review. However, projects which require grading of large flat areas, including, but not limited to, such items as tennis courts or riding rings, shall require a hillside design review application.

## REVIEW PROCESS

All projects in hillside areas must be approved by the Planning Director or Planning Commission prior to submitting plans to the Building & Safety Department for plan check. Planning Commission review will be required under any of the following circumstances:

- Natural slopes are 15 percent or greater on all or part of the property, or
- Cut or fill depth is 5 feet or greater, or
- Combined cut and fill is 1,500 cubic yards or greater, or
- Cut or fill encroaches onto or alters a natural drainage channel or watercourse, or
- As deemed necessary by the Grading Committee or Planning Director.

## **SECTION 1: Filing Requirements**

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- 1. A Hillside Development Review Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>.
- 2. Development package submitted electronically (see Section 4) to be reviewed by staff for completeness and accuracy. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).
- 3. Signed Property Owner Declaration Form (attached). Please upload the signed Property Owner Declaration Form to our Online Permit Center.
- 4. Water Quality Management Plan. Non-Priority Project forms available from the Building and Safety Department (Grading) for one (1) single-family residence only. Priority Project requirements on a separate handout are available from the Building



and Safety Department (Grading). For additional information, please refer to San Bernardino County Water Quality Management Plan web site at <http://permitrack.sbcounty.gov/wap/>

- 5. Filing Fees (see Section 2).

## SECTION 2: Filing Fees

Refer to the Planning Department Fee List for most current fees. Additional fees may apply upon review of the application. Application fees apply to 1<sup>st</sup> and 2<sup>nd</sup> submittal. Additional processing fee will apply to 3<sup>rd</sup> and subsequent submittals.

- Hillside Development – 4 or fewer DUs..... See current fee list.
- Public Notice (Staff Time)\* ..... See current fee list.
- Public Notice (Advertising)\*..... See current fee list.
- Rancho Cucamonga Fire Protection District Review..... Submit receipt showing payment

\*Applicable for Planning Commission Review only

## SECTION 3: Plan Preparation Guidelines

Plans not conforming to these guidelines will not be accepted for processing

- 1. All plans shall be drawn on uniform sheets of 24" x 36" or 30" x 42".
- 2. Site and Grading Plans shall be drawn to an engineering scale of 1" = 20'.
- 3. All elevations shall be drawn to an architectural scale no smaller than 1/4" = 1'.
- 4. All plans shall be clear, legible, and accurately scaled.
- 5. All plans shall be clearly labeled with the title of each sheet.
- 6. All site plans shall contain a north arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols.
- 7. Existing versus proposed improvements shall be clearly identified. Existing features/improvements should be shown by short dashes or screened. Future improvements should be shown by long dashes.

## SECTION 4: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- A. Detailed Site Plan:**
  - Name, address, and phone number of the applicant and the author of the plan.
  - Property lines and lot dimensions.
  - Dimensioned locations of:
    - Setbacks (actual) from all buildings to street curb face, and the side and rear property lines.
    - All structures, including distances from all property lines.
    - Street dedications and improvements (existing and proposed), including overhead utilities.



- Access, both vehicular and pedestrian, showing driveway and sidewalk locations.
- Off-street parking.
- All street improvements and driveways on adjacent and across-the-street properties within 20 feet of the site.
- All buildings within 20 feet of the site.
- All easements (drainage, access, utility, equestrian, etc).
- Distances between buildings and/or structures.
- Building and accessory structure locations, including pavement/sidewalks, trellises, light standards, trash enclosures, transformers, and monument signs, including dimensioned setbacks (front, rear, and sides).
- Location, height, and materials of walls and fences.
- B. Elevations:**
  - Illustrative elevations of all sides of all buildings and structures. "Illustrative" building elevations means drawn with shadows to give a sense of depth with people, cars, or trees for scale. Do not cover the elevation with trees, cars, or people -- place them behind or on the side.
  - Draw and dimension building envelope lines on all elevations per Section 17.24.070. D of the Hillside Development Ordinance.
  - Illustrative cross sections and enlargements or architectural elements or details as needed.
  - All exterior building materials shall be clearly labeled on each sheet of elevations.
  - For projects within the Etiwanda Specific Plan or Etiwanda North Specific Plan areas, label the architectural style (i.e. Santa Barbara Revival, California Ranch, Victorian, etc.).
  - Dimension the height of the highest wall and/or roof element and the height of any architectural features such as towers or cupolas.
- C. Floor Plans:**
  - All floors, including label use of each room (bedroom, kitchen, game room, etc.).
  - Dimension all exterior walls, doors, windows, and room sizes.
- D. Roof Plan:**
  - Overhead view of roof showing all ridges and valleys, vents, dormers, overhangs, hinge points.
  - Indicate direction of roof slope with arrows.
- E. Conceptual Grading Plan:** Proposed items shall be designated with solid lines and existing items with short dashes or screened.
  - Identify structural Best Management Practices as outlined in the Water Quality Management Plan.
  - Proposed grading -- structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding, slopes, open space, and trails. The plan shall include: distances, spot elevations, gradients, finished contours, details, cross-sections, flow arrows, etc.



- Existing grading -- same as for proposed grading, except shall be screened as a background for the proposed grading information.
- Provide existing ground contour (1-foot minimum interval).
- Existing features within 20 feet beyond site boundaries (label "To remain" or "To be removed") -- natural ground (contours), trees, structures, (pad and floor elevations), drainage courses, drainage facilities (type and size), streets, trails, slopes, etc.
- Structures -- footprints, pad and floor elevations, retaining walls, stem walls, etc.
- Cross-sections shall be drawn to both an engineering horizontal and vertical scale showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on-site. At a minimum, provide at least two cross-sections: one each perpendicular to site boundaries. Sections shall extend through building pads and/or streets across the full site. Sections shall be drawn where the adjacent property is affected to the greatest extent.
- Separate cut and fill areas with a clearly identified line. In addition, one copy of the plan shall be submitted with fill areas colored in green and cut areas colored in red.
- Drainage and flood control facilities -- size, type, etc.
- Easements, property lines, rights-of-way.
- Earthwork quantities (cut and fill; import or export), and borrow and disposal areas.
- Natural features (i.e., streams, rock outcroppings, mature trees) and areas to be preserved (undisturbed -- no grading).
- Parkway culverts where drainage is directed to streets, except for single family residences.
- Retaining walls -- top and footing elevations.
- Shade pavement and slopes 3:1 or steeper.
- Location, elevation, and size of proposed building pads.
- Streets -- existing and proposed cross-sections, improvements, rights-of-way, etc. Show centerline radii and gradient.
- Existing and proposed sewers or other method of sewerage.
- Indicate location of benchmark(s).
- Downhill private driveway, provide a minimum of six feet at 6% slope adjacent to the driveway approach.
- Provide an 18-foot area at 5% maximum slope in front of the garage.
- Uphill private driveway, provide a minimum length of 6 feet at 6% slope, and 20% slope and 22% with maximum length of 10 feet. Coarse material or grooves shall be required for slope of 20 % or steeper.
- 4-foot maximum height of retaining wall. If over 4 feet, terrace wall shall be required.
- Provide all wall and retaining wall height, both existing and proposed with elevations.
- Show horse corral if it is a horse trail community, 24' x 24' or 12' x 48', 30' away from the house and 70 feet from neighbor's homes.
- Show the required building setbacks.
- Show actual setbacks (property line to structure, and all distance between structures).



- Provide cross sections transversely and longitudinally. If requested, additional sections shall be provided.
- 2:1 maximum slope for cut and fill.
- 2-foot bench at the top of slope.
- Cut and fill exceeds 3 feet but less than 5 feet, Planning Director Review required.
- Cut and fill exceeds 5 feet, Planning Commission Review required.
- Cut and fill exceeds 1500 C.Y. Planning Commission Review required.
- 15-foot usable rear yard between house and top or toe of slope.
- Dirt swale at 1 % minimum.
- Construct Portland Concrete cement V ditch at .5 % minimum slope.

## SECTION 5: Additional Submittal Requirements

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Any of the following items may be required based upon further review of the development application. The contents of these items are described in other handouts, State Regulations, or the City's Ordinance:

- Slope Analysis Map:** For the purpose of determining the amount and location of land, as it exists in its natural state, by a range of slope gradients.
  - Use base topographical map prepared by a registered civil engineer, landscape architect, or licensed land surveyor.
  - Drawn to a scale of not less than 1 inch to 100 feet and a contour intervals same as Grading Plan.
  - Include all surrounding properties within 150 feet of the site boundaries.
  - Draw slope bands in the range of 0 up to 5 percent, >5 percent up to 10 percent, >10 percent up to 15 percent, >15 percent up to 20 percent, >20 percent up to 25 percent, >25 percent up to 30 percent, and >30 percent.
  - Calculate land area in acres in each slope band and as a percentage of site total acreage.
  - Draw a heavy, solid line indicating the 8 percent grade differential.
  - In addition, one copy of the Map shall be colored with each slope band in contrasting colors.
  - Include source of data and scale of data used in slope analysis and slope profiles.
  - Slope shall be accurately calculated and identified consistent with the examples contained in Section 17.24.040 of the Hillside Development Ordinance.
- Slope Profiles:** A minimum of three slope profiles shall:
  - Be drawn at same scale and indexed, or keyed, to the Slope Analysis Map.
  - Show existing and proposed topography, structures, and infrastructure. Proposed topography, structures and infrastructure shall be drawn with a heavy, solid line. Existing topography, structures, and infrastructure shall be drawn with short dashes.



- Include all surrounding properties within 150 feet of the site boundaries.
- Be drawn along those locations of site where:
  - The greatest alteration of existing topography is proposed; and,
  - The most intense or bulky development is proposed; and,
  - The site is most visible from surrounding land uses; and,
  - At all site boundaries illustrating maximum and minimum conditions.
  - At least two slope profiles shall be roughly parallel to each other and roughly perpendicular to existing contour lines. At least one other slope profile shall be roughly at a 45-degree angle to the other slope profiles and existing contour lines.
- Drainage Report**
- Soils Report**
- Earthquake Fault Study (geologic)**
- Arborist Report (trees)**
- Fuel Modification Plan for high fire hazard areas**
- Topographic model**
- Line of sight or view-shed analysis**
- Photographic or computer renderings**

## SECTION 6: Fire District Submittal Requirements

For Further information, please contact the Fire District at (909) 477-2710 ext. 4209

1. **The specifics of the buildings** on this project, such as use, occupancy, square footage, height, number of stories and type of construction in accordance to the current California Building code must be included in the plans. Fire Construction Services requires this information to provide the applicant with a complete review and applicable comments.
2. **Annexation of the project** into the Community Facilities District #85-1 or #88-1 for fire protection services is required for new construction on sites that have not been previously annexed. There are some exceptions. Please contact the special districts department.
3. **Proof of available fire flow** must be obtained from the Cucamonga Valley Water District (CVWD). The applicant must contact the CVWD Engineering Department located at 10440 Ashford Street, Rancho Cucamonga. They may be contacted by calling 909-987-2591. Their office hours are Monday through Friday, 7:30 a.m. to 5:30 p.m. Allow sufficient time for CVWD to perform the test and produce a letter confirming the available fire flow. The applicant must submit the proof of the fire flow letter to the FCS counter. The letter must be current (within one-year of the request) and be site specific. When FCS receives the letter, this fire flow item will be deemed complete only if the available fire flow, as stated on the CVWD letter, meets or exceeds the fire flow required for the building in accordance with the California Fire Code. Fire flow is a requirement of the California Fire Code Section 903 and Appendix III-A. This fire flow may be reduced by up to 50%, but not less than 1,500 GPM at 20 psi if the building will be equipped with an automatic fire sprinkler system in accordance with NFPA 13, NFPA 13R, or NFPA 13D.
4. **When applicable fire department access** must be submitted in compliance with the minimum requirements established by the RCFPD Fire Access/Fire Lane Standard 5-1. The designer is required to design the fire lanes in accordance with the Standard.
5. **When applicable reciprocal agreements** for Fire Department Emergency Access and Water Supply are required where access and water supply is on private property and is shared between property owners. The reciprocal agreement is required to be



recorded between property owners and the Fire District. The recorded agreement shall include a copy of the site plan. The Fire Construction Services shall approve the agreement, prior to recordation. The agreement shall be recorded with the County of San Bernardino, Records Office.

6. **Fire protection plans** are required for projects located in the Very High Fire Hazard Severity Zone “VHFHSZ” in accordance to RCFPD Standards when there is inadequate defensible space. The required components of the plans are:
  - a. Defensible space and vegetation management (fuel modification plans);
  - b. Water supply, fire department access;
  - c. Building ignition, fire resistive construction and protection systems.



# PROPERTY OWNER DECLARATION FORM

## PROJECT INFORMATION

|                           |   |
|---------------------------|---|
| Name of Proposed Project: | <b>Staff Use Only</b><br><b>FILE NO.:</b> |
| Location of Project:      |   |
| Assessor's Parcel Number: |   |
| <b>RELATED FILES:</b>     |   |
| Applicant Name:           | Phone Number:                             |
|                           | Email:                                    |
| Address:                  |   |

### Type of Review Requested

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness   | <input type="checkbox"/> Landmark Alteration Permit      | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit     | <input type="checkbox"/> Site Development Review   |
| <input type="checkbox"/> Community Plan Amendment         | <input type="checkbox"/> Mills Act                       | <input type="checkbox"/> Specific Plan Amendment   |
| <input type="checkbox"/> Conditional Use Permit           | <input type="checkbox"/> Minor Design Review             | <input type="checkbox"/> Temporary Use Permit      |
| <input type="checkbox"/> Design Review                    | <input type="checkbox"/> Minor Exception                 | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement            | <input type="checkbox"/> Plan Check/Zoning Clearance     | <input type="checkbox"/> Tree Removal Permit       |
| <input type="checkbox"/> Development Code Amendment       | <input type="checkbox"/> Planned Community               | <input type="checkbox"/> Uniform Sign Program      |
| <input type="checkbox"/> Entertainment Permit             | <input type="checkbox"/> Pre-Zoning                      | <input type="checkbox"/> Vacation of Easement      |
| <input type="checkbox"/> General Plan Amendment           | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance                  |
| <input type="checkbox"/> Hillside Design Review           | <input type="checkbox"/> Reasonable Accommodation        | <input type="checkbox"/> Zoning Map Amendment      |
| <input type="checkbox"/> Home Occupation Permit           | <input type="checkbox"/> Sign Permit                     | <input type="checkbox"/> Other: _____              |

## OWNER DECLARATION

I declare that,  I am the owner,  I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information.

|                       |               |        |
|-----------------------|---------------|--------|
| Date:                 | Signature:    |        |
| Print Name and Title: | Phone Number: | Email: |
| Address:              |               |        |